



# MassEVIP Public Access Charging (PAC) Program Requirements

The Massachusetts Department of Environmental Protection (MassDEP) Massachusetts Electric Vehicle Incentive Program (MassEVIP) Public Access Charging (PAC) Program provides incentive funding to property owners or their representatives in the Commonwealth to cover a portion of the cost of electric vehicle (EV) charging stations accessible to the general public. **You are not eligible for funding if you order the EV charging station before you receive an approval letter from MassDEP.**

## INCENTIVE FUNDING DETAILS

EV Charging Station Type	Incentive Amount at non-Government Owned Property <sup>1</sup>	Incentive Amount at Government Owned Property	Maximum Allowed Incentive Amount
Level 1 or Level 2	<b>Up to 80%</b> of EV charging station and installation costs	<b>Up to 100%</b> of EV charging station and installation costs	\$50,000 per street address

- \$1,500,000 is being allocated to this program.
- Applications for funding will be considered on a **FIRST-COME, FIRST-SERVED basis** until program funds are exhausted.
- A minimum of \$200,000 in PAC program funding is reserved for each MassDEP region (<https://www.mass.gov/service-details/massdep-regional-offices-by-community>).
- Projects will be considered for funding based on requirements and selection criteria set out in this document.
- The applicant must commit to providing funds, either directly from the applicant or another source, to cover the remaining cost of the EV charging station and installation, and all of the operating and maintenance costs, for a full consecutive three years after charging station is operational.
- Funding from multiple MassDEP EVIP programs cannot be combined for a single EV charging station (i.e., Public Access Charging Program funding cannot be combined with Multi-Unit Dwelling and Educational Campus Charging Program funding, Workplace and Fleet Charging Program funding or Direct Current Fast Charging Program funding).
- PAC funding, combined with funding from other sources, must not exceed 100% of the costs paid for items listed as Costs Covered in Tables A and B below.
- MassDEP will not fund installation costs for projects funded through the National Grid<sup>2</sup> or Eversource<sup>3</sup> EV charging station programs.
- MassDEP reserves the right to ensure equitable distribution of MassEVIP funding geographically across the Commonwealth and among eligible applicants.

<sup>1</sup> "Government" shall mean a State or local government agency (including a school district, municipality, city, county, special district, transit district, joint powers authority, or port authority, owning fleets purchased with government funds), and a tribal government or native village.

<sup>2</sup> <https://www.nationalgridus.com/MA-Business/Energy-Saving-Programs/Electric-Vehicle-Charging-Station-Program>

<sup>3</sup> <https://www.eversource.com/content/ema-c/residential/save-money-energy/explore-alternatives/electric-vehicles/charging-stations>



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- MassDEP reserves the right to recover any funding provided to the applicant, and/or pursue any other legal actions deemed appropriate, if MassDEP determines that the applicant did not provide complete and accurate information or fails to meet the requirements or intent of the program.
- MassDEP reserves the right to grant only a portion of the maximum allowable funds per type of project. Submittal of an application does not guarantee funding.

Table A: Eligible Costs - National Grid and Eversource Program Participants

Costs <b>COVERED</b> include:	Costs <b>NOT COVERED</b> include:
<ul style="list-style-type: none"><li>• A console wired into the electrical supply</li><li>• A cable and connector to plug into the EV</li><li>• Cable management strategy (e.g., coil, retractable, etc.)</li><li>• Mounting, either pedestal or wall. Pedestal: hard-wired to a permanent pole or box. Wall: hard-wired to a wall and typically includes a mounting plate.</li><li>• Separate payment module</li><li>• Shipping/Freight for “Costs Covered”</li></ul>	<ul style="list-style-type: none"><li>• Upgrading electric supply</li><li>• Land/parking space purchase or lease</li><li>• Software subscription</li><li>• Warranty</li><li>• Taxes</li><li>• Internet connection or cell signal</li><li>• Planning or permitting for the project</li><li>• Construction costs related to installation (including ADA EV parking space)</li><li>• Signage and pavement painting</li><li>• Shipping/Freight for “Costs Not Covered”</li><li>• Bollards, curbs, wheel stops, setbacks, bumper guards</li><li>• Electricity consumption and demand charges</li><li>• Preventative and corrective maintenance on EV charging station</li><li>• Others as determined by MassDEP</li></ul>

Table B: Eligible Costs – Applicants Not Participating in the National Grid and Eversource Programs

Costs <b>COVERED</b> include:	Costs <b>NOT COVERED</b> include:
<ul style="list-style-type: none"><li>• A console wired into the electrical supply</li><li>• A cable and connector to plug into the EV</li><li>• Cable management strategy (e.g., coil, retractable, etc.)</li><li>• Mounting, either pedestal or wall. Pedestal: hard-wired to a permanent pole or box. Wall: hard-wired to a wall and typically includes a mounting plate.</li><li>• Separate payment module</li><li>• Upgrading electric supply</li><li>• Construction costs related to installation (including ADA EV parking space)</li><li>• Signage and pavement painting</li><li>• Shipping/Freight for “Costs Covered”</li></ul>	<ul style="list-style-type: none"><li>• Land/parking space purchase or lease</li><li>• Software subscription</li><li>• Warranty</li><li>• Taxes</li><li>• Internet connection or cell signal</li><li>• Planning or permitting for the project</li><li>• Shipping/Freight for “Costs Not Covered”</li><li>• Bollards, curbs, wheel stops, setbacks, bumper guards</li><li>• Electricity consumption and demand charges</li><li>• Preventative and corrective maintenance on EV charging station</li><li>• Others as determined by MassDEP</li></ul>



# MassEVIP Public Access Charging (PAC) Program Requirements

## EV CHARGING STATION REQUIREMENTS

- Hard-wired Level 1 or Level 2 EV charging station.
- Certified to UL (Underwriters Laboratories, Inc.) standards by a Nationally Recognized Testing Laboratory (NRTL).
- Able to charge EVs produced by multiple manufacturers.
- For charging stations that are equipped to accept payment, they must enable the payment option for all EV drivers without restrictions based on network membership or subscription (e.g., allow credit card payment without login).
- Must be a new EV charging station, not ordered until after approval letter is received from MassDEP. Stations that are resold, rebuilt, rented, leased, received from warranty insurance claims, or obtained as a gift or a prize, or new parts installed in existing stations, are not eligible.
- Energy Star certification is recommended for chosen EV charging station.

## ELIGIBLE ENTITIES & LOCATION REQUIREMENTS

- Public, private or non-profit entities in Massachusetts are eligible to apply and receive funding.
- Applicant must have evidence of ownership of the location identified in application or evidence that installation is allowed on the property (e.g., written permission of owner and/or pertinent language in lease, license agreement, or easement, etc.), and provide such evidence to MassDEP upon request.
- Location must not be a residence. Residential properties are ineligible regardless of their ownership.
- The applicant must allow the general public to have practical access to, and use of, the parking space and the EV charging station for 24 hours per day, 7 days per week, at the location identified in the application, and describe such access in the application. If the location has some access restrictions the hours of access can be reduced, but not below a minimum of 12 hours per day, 7 days per week.
- For each port installed, one parking space must be designated for plug-in electric vehicle use only and marked clearly through permanent, visible signage. The grant recipient must actively enforce this requirement. Applicant is encouraged to paint the pavement to indicate the parking space is designated for EVs.
- EV charging station location shall be designed to protect the EV charging station from physical damage. Measures may include curbs, wheel stops, setbacks, bumper guards, and bollards.



- The charging station parking space and area around the charging station must be maintained, including snow removal and general cleaning.
- Directional signage to the EV charging station location must be installed, starting at the entrance of the parking area.





# MassEVIP Public Access Charging (PAC) Program Requirements

## GENERAL PROGRAM REQUIREMENTS

- For new construction locations, install and operate the EV charging station within 24 months of the effective date of the contract with MassDEP.
- For existing locations, install and operate the EV charging station within 6 months of the effective date of the contract with MassDEP.
- Operate and maintain the EV charging station for three full consecutive years after the date the charging station is operational.
- Collect EV station usage data for three full consecutive years after the date the charging station is operational, and provide to MassDEP upon request.
- Register the EV charging station on the United States Department of Energy's (DOE) Alternative Fuels Data Center Station Locator [http://www.afdc.energy.gov/fuels/electricity\\_locations.html](http://www.afdc.energy.gov/fuels/electricity_locations.html). Applicants are also encouraged to submit the location to other EV charging websites such as [www.PlugShare.com](http://www.PlugShare.com).
- Market the EV charging station to the general public via various strategies, for example: ride and drive events; education on the proper operation of the EV charging station; flyers; internal/external newsletters and webpages; signage; etc.

## ACCESSIBILITY

- If, after reviewing this section, you have additional questions related to accessibility obligations, please contact Mr. Jeffrey Dougan, Assistant Director at the Massachusetts Office on Disability, for assistance with these requirements. He can be reached at [jeff.dougan@mass.gov](mailto:jeff.dougan@mass.gov).
- Applicants who are required to provide handicapped accessible parking spaces in their parking area as required by the 1991 or 2010 Americans with Disabilities Act Architectural Design Standards and/or the rules and regulations of the Massachusetts Architectural Access Board (521 CMR) must meet the accessibility requirements for EV charging spaces as provided in this section.
- Locations funded through the PAC program must have at least 5% of the site's EV charging spaces, but not less than one such space, be accessible to persons with disabilities. If 5% calculates to a fraction, round the value up to the next whole number. This requirement is per parking area and is based on new plus existing EV charging spaces.  
For example:
  - A parking facility with 20 EV charging spaces or fewer requires at least 1 accessible EV charging space.
  - A parking facility with 21 to 40 EV charging spaces requires at least 2 accessible EV charging spaces.
- Accessible EV charging spaces can share an access aisle with new or existing accessible parking spaces.
- Accessible EV charging spaces may be used by any employees and must not be reserved for employees with disabilities. Therefore, do not install markings or signage restricting the space to ADA accessibility only.



# MassEVIP Public Access Charging (PAC) Program Requirements

- The following technical specifications are provided as guidelines to assist in the selection of equipment and design options made to comply with the [Massachusetts Architectural Access Board's rules and regulations \(521 CMR\)](#) and/or the [2010 ADA Design Standards](#).

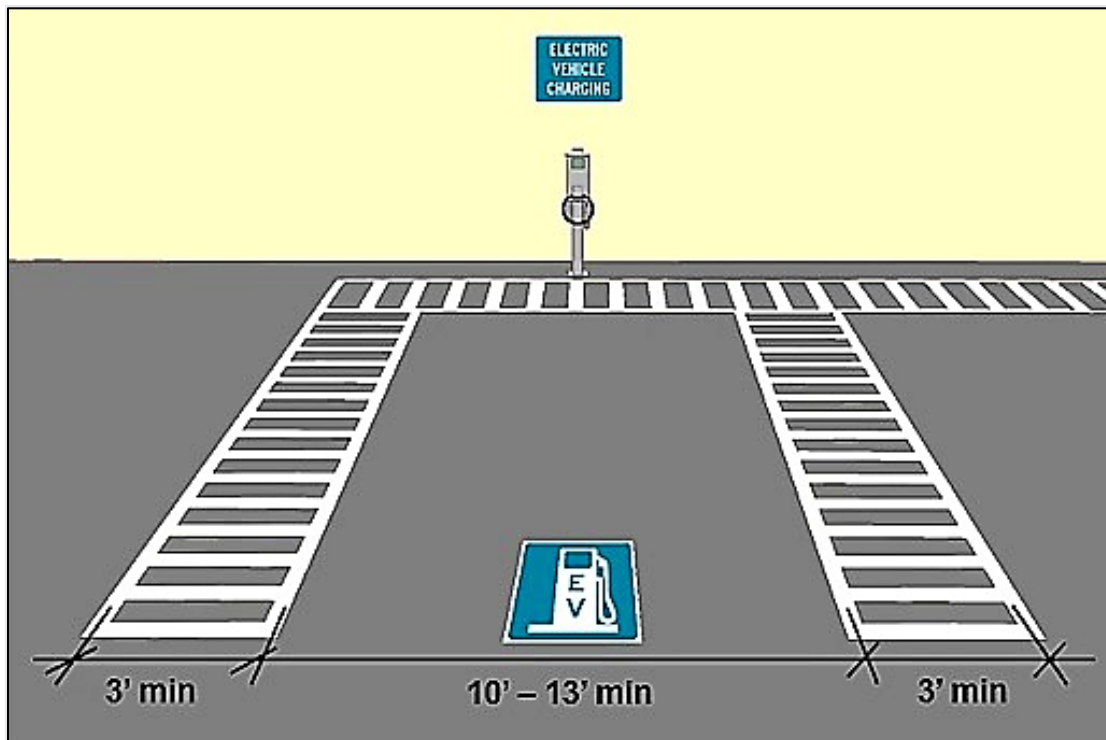
## Off-Street and Perpendicular On-Street Accessible EV Charging Space Requirements

Such spaces must include:

- A parking space and striped access aisle(s) with a combined minimum width of 16'.** **Striped access aisles may be placed on one side or on both sides of the parking space.** See examples 1 & 2 below. Note the examples are not the only design options available and are meant as suggestions only. The spacing suggestions from examples 1 and 2 are summarized in the following table:

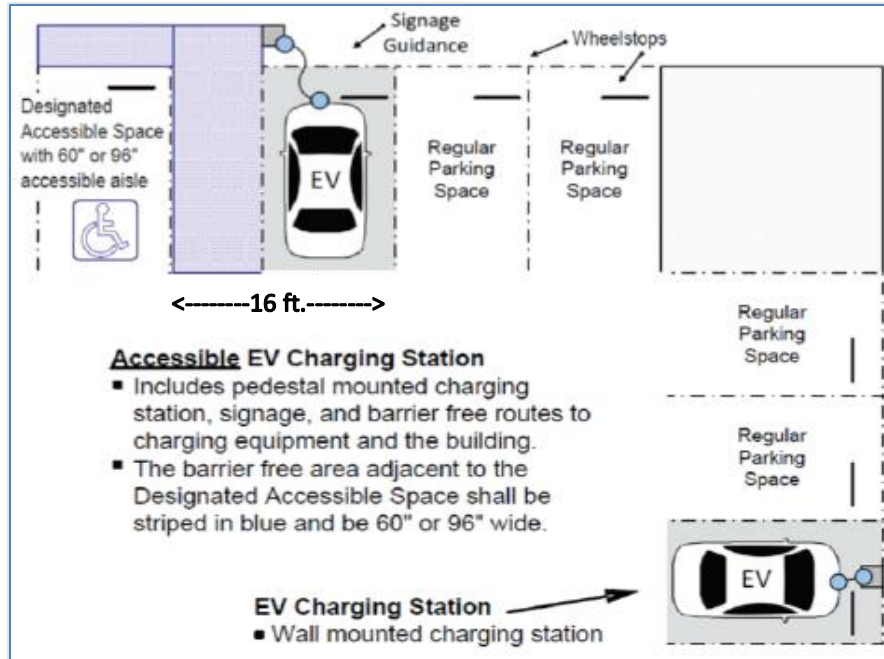
Left aisle width	EV charging space width	Right aisle width	Total width
3'	10'	3'	16'
3'	13'	3'	19'
5'	11'	0'	16'
0'	11'	5'	16'
8'	8'	0'	16'
0'	8'	8'	16'

- Parking spaces and striped access aisles on a slope no greater than 1:50 (2%). This is measured in both directions.
- A minimum 8' 2" vertical clearance along the vehicular route to the accessible EV charging space.



Example 1: From [US Access Board Guidance](#)

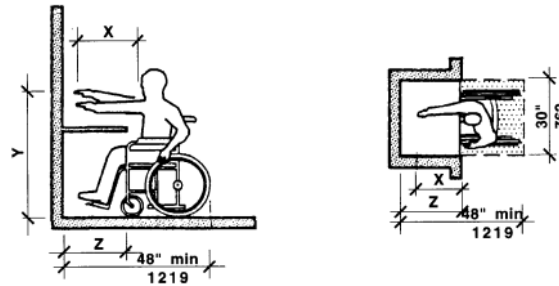
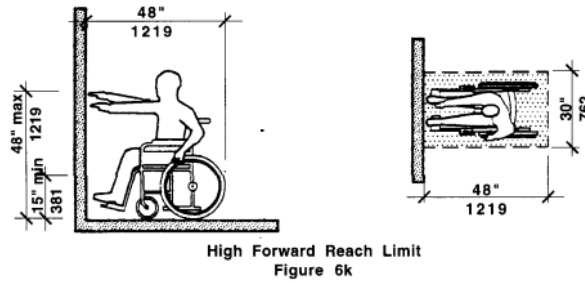
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Example 2: Derived from [US Department of Energy Guidance](#)

Accessible Route and Controls
There must be a sufficient path of travel to the EV charging station so that someone can exit their vehicle, access the EV charging station, return to their vehicle and get to their destination.
The width of the accessible routes must be a minimum of 48 inches. This includes the "departure" area from the EV charging station area to the building entrance(s).
There must be a clear space in front of the EV charging station of at least 30 inches x 48 inches.
The cross slope of the accessible route must be no steeper than 1:50 (2%).
If the striped access aisles of the accessible EV charging station space abuts a sidewalk, there must be a curb cut to access the connecting sidewalk or route.
At the controls of the EV charging station there must be a level landing (1:50/2%) measured in all directions.
Per <a href="#">521 CMR 39.5</a> , the highest operable part of controls, dispensers, receptacles, and other operable equipment shall be placed within at least one of the reach ranges specified in <a href="#">521 CMR 6.5</a> , Forward Reach and <a href="#">521 CMR 6.6</a> , Side Reach. If on a platform, the measurement is from the ground itself, not the platform level.
Forward Reach: If the clear floor space only allows forward approach to the EV charging station, the maximum high forward reach allowed is 48 inches and minimum low forward reach is 15 inches. See Example 3 below for forward reach drawing and reach and clearances if the forward reach is over an obstruction.
Side Reach: If the clear floor space allows parallel approach to the EV charging station, the maximum high side reach allowed is 54 inches and the low side reach is no less than 9 inches above the floor. See Example 4 below for side reach drawing and reach and clearances if the side reach is over an obstruction.
Controls and operating mechanisms shall be operable with one hand and shall not require pinching, or twisting of the wrist.

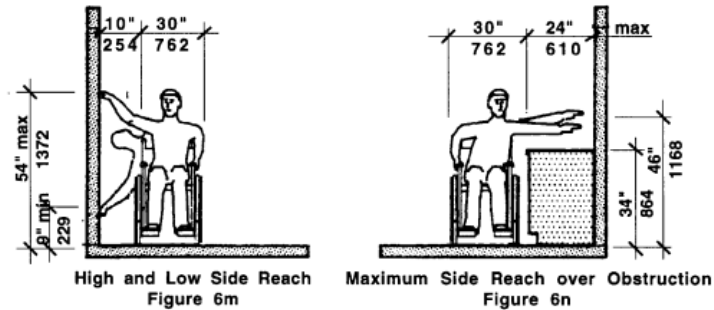
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NOTE: X shall be less than or equal to 25" (635 mm). Z shall be greater than X.  
When X is less than 20" (508 mm), then Y shall be 48" (1219 mm) max.  
When X is 20" to 25" (508 to 635 mm), then Y shall be 44" (1118 mm) max.

Maximum Forward Reach over an Obstruction  
Figure 6l

Example 3: From [521 CMR 6.00: Forward Reach](#)



Example 4: From [521 CMR 6.00: Side Reach](#)



# MassEVIP Public Access Charging (PAC) Program Requirements

## APPLICATION PROCESS

Applications will be processed on a **FIRST-COME, FIRST-SERVED** basis until all available funding is expended or the incentive funding solicitation is terminated.

- Interested applicants must complete the online application form at [https://massgov.formstack.com/forms/massevip\\_pac\\_20](https://massgov.formstack.com/forms/massevip_pac_20) and submit it (with attachments) to MassDEP.
- MassDEP will review the application for eligibility and completeness and will notify the applicant of the outcome of such review.
- Upon review of a completed application, and subsequent favorable determination of incentive award, MassDEP will issue an Approval Letter and the contract documents.
- The required contract documents are:
  - *Commonwealth of Massachusetts - Standard Contract Form*; and
  - *Commonwealth Terms and Conditions*; and
  - *Contractor Authorized Signatory Listing*; and
  - *MA-W-9 Request for Taxpayer Identification Number and Certification*; and
  - End-User Agreement.

The contract documents are posted at <https://www.mass.gov/lists/osd-forms#contract-forms-and-attachments-for-all-goods-and-services->.

- Applicant, now a Grantee, will have 30 days to return the signed contract documents to MassDEP.
- MassDEP will countersign the contract documents and return to Grantee within 10 days.
- From the effective date of the contract documents with MassDEP, Grantee will have **6 months** for existing locations and **24 months** for new construction to complete the charging station acquisition, installation, and make the charging station operational.
- The Grantee will coordinate the delivery and installation of the charging station directly with the vendor.
- Grantee must submit updates on its project implementation schedule upon request.

## PAYMENT PROCESS

- Upon the charging station being made operational, the Grantee must submit a payment packet including, without limitation:
  - Completed payment request form, which will be provided at time MassDEP returns the contract documents; and
  - Final itemized invoices for the charging stations and installation; and
  - Proof of installation, including pictures of the installed and operational charging stations.
- MassDEP will direct the grant to the Grantee or charging station vendor, as indicated by Grantee on the payment request form. It may take up to 75 days for the funds to be released.